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Chief, Administrative Staff
 Att'n [REDACTED] 25X1A9a
 Administrative Assistant, D/M/HR

31 August 1956

Discrepancies in Individual Leave Summaries - Allot. 5704

The following discrepancies were found in the leave balances as of 11 August 1956:

25X1A9a	Name	Payroll Records	D/M Records	Remarks
		150 A/L		Wishes a recheck for verification as there is a considerable difference in totals.
		214 A/L	236 A/L	
		257 S/L	244 S/L	
		11 Comp./T	5 Comp/T	
		7 Comp/T	0 Comp/T	
		124 A/L	146 A/L	22 hrs C/T was earned and used but was deducted from A/L
		72 Comp/T	88 Comp/T	
		<p>D/M Records should show 101 hrs A/L to be used prior to 12 Jan 56. This error may be due to the fact that he was employed at NSA prior to April '56 and was allowed to take leave up to 7 Jan 56 which was charged to leave earned in 1955. Therefore, leave which was taken the first week in Jan 56 should not be charged to 1956 leave.</p>		
		4 Comp/T	0 Comp/T	
		8 S/L	16 S/L	
		68 Comp/T	73 Comp/T	
		692	710	(January 1, 1956 ceiling)
		<p>His 15 yrs of service was not reflect in the Annual Leave which began on 10 March 1956</p>		
		22 Comp/T	0 Comp/T	

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SUBJECT: Discrepancies in Individual Leave Summaries



86 A/L 245 S/L	94 A/L 250 S/L	C/T earned and used was taken from A/L rather than C/T
7 Comp/T	0 Comp/T	
42 Comp/T	0 Comp/T	
27 A/L 304 A/L	400 A/L 308 A/L	192 hrs to be used by 12 Jan 57. Completed 15 yrs of service 14 Jul 56 was not reflected in A/L. 154 hrs to be used prior to 12 Jan 56.

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Distribution:
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D/M/RR/rmr/3137 (31 Aug 56)

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